



**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH DAKOTA  
*Divisional Deputy in Charge*  
VACANCY ANNOUNCEMENT 08-01**

---

**POSITION TITLE:** Divisional Deputy in Charge  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**LOCATION:** Rapid City, South Dakota  
**JOB GRADE:** CL 29  
**SALARY MINIMUM:** \$62,132  
**SALARY MAXIMUM:** \$100,976  
**OPENING DATE:** Friday, February 8, 2008  
**CLOSING DATE:** Friday, March 7, 2008

---

**DUTIES AND RESPONSIBILITIES**

The Clerk's Office of the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Divisional Deputy in Charge position in Rapid City, South Dakota. The position is located in a divisional office away from the headquarters division. The incumbent is responsible for all clerks office functions within that division. The Deputy in Charge also acts, with very limited supervision by the Clerk, as the Clerk's representative in all relations with the United States District and Magistrate Judges who are assigned cases in that division. The Deputy in Charge also acts as the Clerk's representative in all issues that involve the leadership of other court related and executive branch agencies.

**REPRESENTATIVE DUTIES**

- Makes short and long range plans regarding the utilization of staff, automated equipment, space and other resources available to the division office.
- Makes recommendations to the Clerk as to personnel actions of existing staff .
- Recruits for new employees.
- Works with United States District and Magistrate Judges who are assigned cases in the division to coordinate and ensure that all necessary resources are provided for courtroom operations.
- Coordinates space, security and automation support issues.
- Communicates regularly with the heads of other court related agencies including the U.S. Attorney, Federal Public Defender, U.S. Marshal, U.S. Probation and the General Services Administration.
- Acts as the operational manager for the division and as a member of the Clerk's Management team on issues that have district wide impact.

## **QUALIFICATIONS**

- Outstanding organizational and interpersonal skills and excellent written communication.
- Strong analytical, automation, project and personnel management skills.
- Preference will be given to candidates with direct supervisory experience in excess of the minimum three year requirement.
- Preference will also be given to candidates with a bachelor's degree from an accredited college or university in court administration, business, law, public administration or a related field.

## **SPECIALIZED EXPERIENCE**

Three years specialized experience, including at least one year equivalent to work at the CL 28 level which demonstrates progressively responsible levels of administrative, technical, professional and supervisory/managerial experience. Educational substitutions may be made for some experience requirements.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the United States. The appointment is contingent upon the satisfactory completion of a background investigation. The Deputy in Charge position is a High Sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

All positions at the United States District Court for the District of South Dakota are excepted appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The Court requires employees to adhere to a Code of Ethics and Conduct. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The Court reserves the right to modify the conditions of this announcement without prior notice.

## **BENEFITS**

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

A minimum of 10 paid holidays per year

Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

Paid sick leave in the amount of 13 days per year

Retirement benefits

Optional participation in Thrift Savings Plan

Optional participation in choice of Federal Employees' Health Benefits

Optional participation in choice of Federal Employees' Group Life Insurance

Optional participation in the Flexible Benefits Program

Optional participation in Long-Term Care Insurance

Optional participation in private long-term disability plan

Credit for prior government service towards leave accrual rates and retirement

## **APPLICATION PROCEDURES**

Qualified persons interested in being considered for this position are invited to submit a cover letter, Application for Judicial Branch Federal Employment (AO-78 application form is available at <http://www.uscourts.gov/>. Click on Library, then on Forms.), detailed resume, salary history and narrative statement. The narrative statement should address the following question.

Why do you want to be the Divisional Deputy in Charge in the Western Division of the District of South Dakota?

All application materials are to be sent to:

**Human Resources Specialist**  
**Divisional Deputy in Charge**  
**300 South Phillips Avenue, Suite L103**  
**Sioux Falls, South Dakota 57104**

or

via e-mail at: [human\\_resources@sdd.uscourts.gov](mailto:human_resources@sdd.uscourts.gov)

If your application packet does not provide all information requested, you may lose consideration for this position.

If you have questions, please call Nicole Stadlman at 605-977-8953.

**U. S. DISTRICT COURT FOR THE DISTRICT OF SOUTH DAKOTA IS AN  
EQUAL OPPORTUNITY EMPLOYER**